

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/25/23



- 
- Recognition:**     Students                       Staff                       Parents  
**Information:**     Building Report               Old Business               Superintendent's Report  
**Action:**         Resignations                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State               Travel In State               Approvals  
                     Termination                       Legal Matters               Other:  
                    This action request pertains to     Elementary (only)               High School/District Wide
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**Date:**        9/13/23

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:**        Sandra Rivas  
**Title:**        Interim Finance Director/District Clerk

**Subject: CSA: Complete Reconcile Budget, Training for Interim Finance Director-Clerk 2023-2024**

**Description:** Gwyn will be training the Finance Director on monthly reconciliation and written Standard Operating Procedures, as well as federal programs training for myself and the Assistant Finance Director. Gwyn will also introduce me to the Trustee Financial Summary process, Budgeting review, and general business office support to staff members, October 13, 2023 through April 15, 2024.

**Financial Impact: \$35,360.00** Not to exceed

**Funding Source (Budget/grant, etc.):** 126 / 226.90.160.2510.330 (75%/25%)

**Attachment(s):** Contract Service Agreement

**Superintendent Action:**     Approved     Denied     Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**             N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
CONTRACT SERVICE AGREEMENT  
(406) 338-2715 (406 338-2708)

Date: 10/3/2023

Board Approval: 10/10/23

Contractor: Gwyn Andersen

Phone: (406) 899-1667

Address: \_\_\_\_\_

**Type of project/service** (be specific): Support for Interim Finance Direct/District Clerk along with completing reconciliation. Business Office Services: Complete the reconciliation of federal programs, including ESSER funding, train and support business manager and assistant business manager on the processes; complete reconciliation of bank accounts, train business manager on the processes; review business office standard operating procedures and assist with the development of business office procedures; prepare a 23/24 detailed expenditure budget, based on decisions that have already been made; assist in the organizing of a Finance Committee and educate the group on the various school budgets and get their input on detailed expenditure budgets for going forward; prepare the software for generation of the 24/25 detailed expenditure budget and contracts, train business manager on the budgeting process; available for calls, texts, emails, zoom meetings whenever staff is working; available to provide information to the district auditor and other tasks as assigned by Superintendent.

**Contracted Dates:** 10/16/23 through 4/15/2024

**Rate per hour/per day:** \$68 per hour X 20 hours X 26 weeks = \$35,360.00

**Per Diem/per day:** \_\_\_\_\_ = N/A

**Mileage:** reimbursed at .655 cents per mile (per IRS regulations) = TBD

**Other costs:** lodging & mileage = TBD

**Total Project Cost (not to exceed) = \$35,360.00**

**Contract to be paid from:**

126.90.160.2510.330

226.90.160.2510.330

**Independent Contractor:**

Submit invoice on completion

Other: Invoice

**Employee:**

Submit timesheet through payroll

**Services to be provided by Browning Public Schools:** Should the district determine that additional software and or hardware specific to Browning Public Schools is needed the district will work with the contractor to find the most efficient and cost-effective way to make this happen.

**Termination:** This agreement may be terminated prior to the expiration of the initial term only upon mutual agreement of the parties.

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Principal/Supervisor

92-2652733

\_\_\_\_\_  
Federal ID Number/EIN

\_\_\_\_\_  
Superintendent

*An independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.*